



Timesheets Management System (TMS) Mentor User Guide

August 2016

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1. Timesheets Management System (TMS)

Timesheets provide an easy to access and accurate electronic record of student placement hours. It will also save both time and resources for students, placements providers and HSS Placements Support Team.

TMS enables a student to complete and submit a timesheet electronically. The system will then automatically generate an email to the student's mentor with a request to approve or reject the timesheet via a link provided. Once the mentor has approved the timesheet, the information is automatically transferred into ARC.

TMS is accessible on any computer, enabling a student to record their daily attendance on placements at any time. It will also provide extensive reporting options and facilities to keep accurate records.

2. Timesheet Approval Process

Timesheet approval process is very straightforward. Once the student completes one week of placement, they should fill in the timesheet and submit it electronically to their mentor. Students will need their mentors details: email, phone number, job title in order to submit it.

Once the student submits their timesheet the mentor will receive an email from webserver@arcwebonline.com with following details:

BU Student Timesheet Approval Request for Mickey Mouse
webserver@arcwebonline.com
Sent: Wed 24/08/2016 12:40
To: OPAL Support

Dear Mentor

Please click on the link below to view the timesheet submitted by Mickey Mouse for the week commencing 08/08/2016 at UNIVERSITY CARE CENTRE:

<https://barc.bournemouth.ac.uk/tms/Account/MentorTokenAccess?token=7794248201651>

This link expires on 08/12/2016

If you have any problems opening this link, please try copying and pasting the link into your web browser.

If you have any problems accessing this link please contact us on: powsupport@bournemouth.ac.uk

Many thanks and kind regards
HSC Placements Support Team

This email has been generated automatically by TMS. Please do not reply to this email.

When mentors click on the link provided in the email the timesheet will open.

Mentor has 3 options:

1. If the whole timesheet is correct click on the 'Approve Timesheet' button.
2. If there is a mixture of correct and incorrect shifts please select those which are correct, enter a comment regarding the incorrect shifts, and click on 'Approve Timesheet'.
3. If all recorded shifts are incorrect enter a comment as to the reason and click on the 'Reject Timesheet' button.

Dear mentor

Please review placement hours recorded by Mickey Mouse.

To approve the timesheet please click on the 'Approve Timesheet' button.

If recorded hours are incorrect, please use the last column 'Day Attendance Approved' and tick each correct daily line, write a comment to the student and reject the timesheet by clicking the 'Reject Timesheet' button. The student will amend the timesheet and resubmit it to you.

Timesheet for week 08 August 2016 - 14 August 2016

Student: Mickey Mouse
Placement: UNIVERSITY CARE CENTRE (01/08/2016 - 09/10/2016)
Total Worked Hours: 37.30
Total Absence Hours: 0.00
Total Made Up Hours: 0.00

Attendance Records:

	Date	Time IN	Time OUT	Breaks	Worked Hours	Absent	Absence Hours	Absence Reason	Mentor or Associate	Day Off	Day Attendance Approved
☐	Mon 08/08/16	08.30	17.00	1.00	7.30		0.00		Ray Donovan(S)		<input type="checkbox"/>
☐	Tue 09/08/16	08.30	17.00	1.00	7.30		0.00		Ray Donovan(S)		<input type="checkbox"/>
☐	Wed 10/08/16	08.30	17.00	1.00	7.30		0.00		Ray Donovan(S)		<input type="checkbox"/>
☐	Thu 11/08/16	08.30	17.00	1.00	7.30		0.00		Ray Donovan(S)		<input type="checkbox"/>
☐	Fri 12/08/16	08.30	17.00	1.00	7.30		0.00		Ray Donovan(S)		<input type="checkbox"/>
☐	Sat 13/08/16	00.00	00.00	0.00	0.00		0.00		Ray Donovan(S)		<input type="checkbox"/>
☐	Sun 14/08/16	00.00	00.00	0.00	0.00		0.00		Ray Donovan(S)		<input type="checkbox"/>

No made up time records yet.

If the submitted timesheet is correct, please select Approve Timesheet.

Approve Timesheet

If you would like to reject the timesheet, please type your comment for the student here:

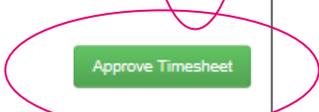
NEW !!!

If the submitted Timesheet is NOT correct, please first use the last column 'Day Attendance Approved' and tick each correct daily line. For an incorrect record - please do not tick and add a comment why this daily record was rejected.

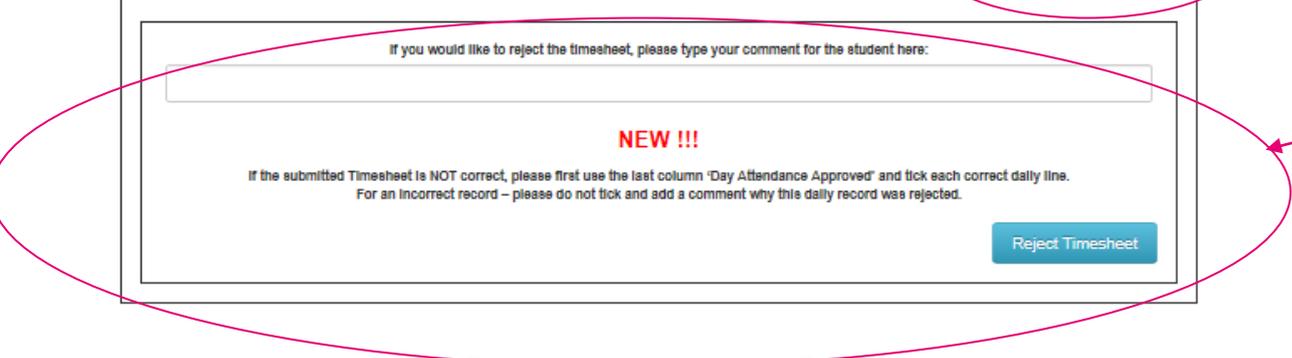
Reject Timesheet



2



1



3

If no action has been taken by the mentor an email reminder will be sent after 2 weeks with links to all the timesheets requiring approval.

3. Made Up Hours Approval Process

If students make up time outside of their allocated placement they will submit 'Made up time record'.

The principle is the same- mentors will receive an email with a direct link to the timesheet. After clicking on the link the made up time record will open.

Mentor needs to:

1. Approve or reject every individual day on the timesheet.
2. Submit it.
3. Add comment for the student if the timesheet is being rejected.

The screenshot shows a web interface for reviewing 'MADE UP TIME records'. At the top, it says 'Dear mentor' and 'Please review made up hours recorded by Mouse, Mickey.' Below this is a table with columns: Date, Placement, Time IN, Time OUT, Breaks, Made Up hours, and Your Action. The first row shows a record for 23/12/15 at UNIVERSITY CARE CENTRE with 7.30 made up hours. The 'Your Action' column has 'APPROVE' and 'REJECT' buttons, each with a radio button. A red circle labeled '1' highlights these buttons. Below the table is a text box for 'Student Comment' with the text 'Testing for mentor print screens'. At the bottom, there is a large text box for comments with the prompt 'If you would like to reject any Made Up Time(s), please type your comment for the student here:'. A red circle labeled '2' highlights this text box, and a red circle labeled '3' highlights a 'Submit' button to its right.

Date	Placement	Time IN	Time OUT	Breaks	Made Up hours	Your Action
23/12/15	UNIVERSITY CARE CENTRE	07.00	14.30	0.00	7.30	APPROVE REJECT

Student Comment added on 02/08/2016: Testing for mentor print screens

If you would like to reject any Made Up Time(s), please type your comment for the student here:

Submit

On some occasions mentor may receive link to the timesheet which is combination of placement hours and made up time but the principle is exactly the same as with the scenarios presented above.

4. Help

Contact

If you have any TMS related queries or require support please email:
pepsupport@bournemouth.ac.uk or hscplacements@bournemouth.ac.uk

Accessing Timesheet

Mentors do not require a login or password to access the timesheet. Timesheets can be accessed by clicking on link emailed directly to mentor's email address.

My student has submitted the timesheet but I haven't received email with the link to approve/reject it.

Please check your spam folder in first instance. If it's not there then there is a possibility that student has incorrectly inputted mentor's email address. This needs to be amended by the student and timesheet needs to be resubmitted.

Paper Timesheets

Occasionally if there are any difficulties with online submission of timesheets students can print out paper version of the timesheet and ask mentor for signature. This should be avoided and is available only as an emergency option.

At Bournemouth University we value the contribution mentors and clinical staff make to a student's learning experience. We would welcome your feedback about TMS, please email: hscplacements@bournemouth.ac.uk